



# Recycling Equipment Grant Program

FY 2014-2015  
Application Manual

Prepared by:

**Tennessee Department of Environment and Conservation**

Division of Solid Waste Management

Solid Waste Assistance Program

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Ave, 14<sup>th</sup> Floor

Nashville, TN 37243

[http://www.tn.gov/environment/solid-waste/solid-waste\\_grants.shtml](http://www.tn.gov/environment/solid-waste/solid-waste_grants.shtml)

# Division of Solid Waste Management FY2014-2015

## Overview

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### BACKGROUND:

#### THE SOLID WASTE MANAGEMENT ACT OF 1991

The goal of the State is to reduce by twenty-five percent (25%) the amount of solid waste disposed of at Class I municipal solid waste disposal facilities. T.C.A. §68-211-825 states: "From funds available from the solid waste management fund, the department shall establish a matching grant program for the purchase of equipment needed to establish or upgrade recycling at a public or not-for-profit recycling collection site. Such equipment may include, but is not limited to, containers, balers, crushers, and grinders."

A local match of 10%-50% is required based on an economic index that includes factors such as per capita income and property values in the jurisdiction to be served.

There are three priorities for this grant:

- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (10).
- Applicants in partnerships among three or more local governments.
- Applicants that start, extend, or modify plastics/aluminum beverage containers or paper/fiber recycling program.

## Deadline to Submit

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### GRANT APPLICATION TIMING AND DELIVERY:

One application (with an original signature) and the narrative in Attachment 1 should be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management on or before Wednesday, October 1, 2014, 4:30 p.m. CDT. Applications received after 4:30 p.m. CDT on October 1, 2014 will be returned to the applicant without review.

### MAILING ADDRESS:

**Tennessee Department of Environment and Conservation**  
Division of Solid Waste Management  
Solid Waste Assistance Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Ave, 14<sup>th</sup> Floor  
Nashville, TN 37243

Electronic or facsimile applications will not be accepted



**GRANT TIMELINE:**

The anticipated timeline for this grant offering is as follows:

July 1, 2014:	Request for applications announced
October 1, 2014:	Deadline for application submittal
October 15, 2014:	Rate and recommend grant awards
October 22, 2014:	Final Recommendations
November 1, 2014-December 1, 2014:	Announce awards and prepare grant contracts
December 1, 2014:	Send grant contract offer to successful applicants
January 20, 2015:	Mail fully executed grants

## ***Eligibility***

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Tennessee counties, cities, solid waste authorities and organizations which have been determined to be tax exempt nonprofit recycling organizations by the Internal Revenue Service may apply for grants under T.C.A. 68-211-825.

Counties and the cities within those counties eligible to receive a recycling rebate, as directed by T.C.A. 68-211-825(b), are not eligible to receive a recycling equipment grant. The rebate credits are in lieu of grants. **The following Recycling Rebate counties and cities within those counties for FY 2014-2015 are not eligible for the recycling equipment grant:** Davidson, Hamilton, Knox, Loudon, Madison, Montgomery, Rutherford, Shelby, Sullivan, Sumner, and Williamson.

Applicants may not request equipment that is otherwise available at privately owned facilities which serve the relevant geographical area. If an applicant demonstrates that the equipment is an indispensable component of a project and will not compete with privately owned facilities, it may be considered for funding. Equipment that causes the applicant to directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a)) is not eligible under this grant.

To be eligible for funding, the requested equipment must be included in the region's solid waste plan update submitted prior to March 31, 2014.

Eligible recycling equipment includes key recycling equipment needed to establish a new collection site, to improve the operation of an existing collection site, or to prepare recovered materials for transport and marketing. Equipment may include containers, balers, crushers, and grinders. Chassis cab trucks with a gross vehicle weight rating (GVWR) of 10,000 pounds or higher will be considered. Regular sized pick-up trucks will not be considered for funding.

## ***Funding***

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### **GRANT REQUESTS AND MATCHING THE GRANT:**

The Department has set aside \$400,000 for this offering for FY 2014-2015. No grant may exceed \$25,000. A match of 10%-50% is required as indicated in Attachment 2.

In-kind contributions will not be considered.

This grant offering has three priorities for funding. Applicants will receive extra points if their projects meet criteria in these three priority areas. The priorities are:

- Applicants that employ developmentally disabled individuals, as defined in T.C.A. §33-1-101 (10).
- Applicants in partnerships among three or more local governments.
- Applicants that start, extend, or modify plastics/aluminum beverage containers or paper/fiber recycling program.

Grant awards will be made based on the estimates included in the grant application and will not be increased. **It is important that applicants research the equipment they are seeking to purchase and obtain accurate price information prior to submitting their application.**

## ***Format and Checklist***

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- ☐ **Step 1.** Complete a Recycling Equipment Grant application form (CN0915).
- ☐ **Step 2.** Complete the Content of Narrative, Attachment 1, fully describing the applicant's recycling program and the proposed project for which funding is requested. Follow the narrative format, section by section, providing complete, concise responses to all items. Responses should thoroughly discuss and address the questions for each section as appropriate. Equipment requested must be included in the 2014 Annual Progress Report as an identified need by the region's solid waste board.
- ☐ **Step 3.** Provide resolutions describing the details of the partnership and roles of each participating local government.
- ☐ **Step 4.** Provide spec sheets on equipment being requested. Be sure to acquire price quotes for equipment to assure that costing information is accurate. **Grant award will be based on this pricing information and will not be changed.**
- ☐ **Step 5.** Have the application certified and signed by an officer legally authorized to sign for the applicant. Applications signed by anyone other than the designated authorized agent (county executive, mayor, executive director, etc.) must include a resolution from the appropriate governing body giving the signee this authority.

Forms relative to this grant offering may be found at the end of this grant manual.

**NOTE:** Applicants are responsible for all relevant, factual, and correct information contained in the application regardless of who prepares the application

## ***Selection Criteria***

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Once the application is determined to be complete, the technical merits of each proposal will be evaluated. All applications will be reviewed and scored by a team of raters (3 or more). Applicants receiving the highest average score will be recommended for funding to the extent that funding is available.

All applications will be scored and grants awarded based on the following criteria and weightings:

### **CRITERIA AND WEIGHTINGS**

Establishment of Priority	15 points
Equipment and Budget	5 points
Consistency with Regional Solid Waste Plan	20 points
Coordination with Other Solid Waste Facilities	15 points
Program Design and Efficiency	20 points
Demonstration of Need	15 points
Marketing Strategy	20 points
Community Education and Outreach	5 points

Each question for the narrative proposal is very important. Time should be taken to thoroughly develop proposals and supply an adequate description for each of the criteria so that the raters have a complete understanding of the applicant's recycling program and the proposed project. While some questions may seem to be similar, the response should still be made in its entirety as it relates to the project. Applicants should follow the Content of Narrative format, section by section. Particular attention should be given to sections with higher point values.

## ***Funding Conditions***

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Applicants must be ready to proceed with the project as soon as a fully executed grant is received. Local funding for costs in excess of the grant awarded must be approved and available for the project upon receipt of a fully executed grant to avoid unnecessary delays in project completion.

Grant awards will be made based on the estimates included in the grant application, not to exceed \$25,000, and will not be increased. It is important that applicants research the equipment they are seeking to purchase and obtain accurate price information prior to submitting their application.

No in-kind contributions will be considered.



## **Contact**

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### **RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF**

The person named below shall be the sole point of contact throughout the application and award process. All communications (regular mail, express mail, electronic mail), concerning this application and award process must be addressed to:

#### **Tennessee Department of Environment and Conservation**

Division of Solid Waste Management  
Solid Waste Assistance Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 14<sup>th</sup> Floor  
Nashville, TN 37243

#### **General and Administrative Questions:**

*Grant Program Manager*

Loretta Harrington

615-532-0086

[Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov)



# Frequently Asked Questions

**1. *What method is used for grant project expense funding?***

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment purchased, and then submit required invoice documentation to TDEC for reimbursement.

**2. *When can the grant project begin?***

Projects may begin **after** the Grantee is notified by State that the grant has been fully approved. Also, vendors' bids for equipment purchases must be submitted and approved by the State prior to receiving equipment. Any equipment received/purchased prior to the begin date of the approved contract will not be reimbursed. Failure to submit bids for approval prior to committing funds may result in denial of costs.

**3. *Do I have to follow a bidding process?***

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

**4. *When can I request reimbursement for expenses relative to the grant project?***

Reimbursement invoices must be submitted, after equipment has been purchased, installed, operational, and inspected by the State. The grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

**5. *How long will I have to complete the grant project?***

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases.

**6. *What are the grantee's responsibilities for the project after the grant is paid in full?***

Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State.

Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

**7. *Can applicants that have received funding in a prior year apply again this year?***

Yes, an applicant may apply for each grant solicitation, if all activities from prior grant funding have been completed and the grantee paid in full.

**8. *Can we submit supplemental documents?***

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make good decisions concerning projects. Only **necessary** supplemental documents should be included.

## Frequently Asked Questions

**9. *Where can I find grant documents?***

The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website: [http://www.tn.gov/environment/solid-waste/solid-waste\\_grants.shtml](http://www.tn.gov/environment/solid-waste/solid-waste_grants.shtml)





STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
Division of Solid Waste Management  
312 Rosa L. Parks Avenue, 14<sup>th</sup> Floor  
Nashville, TN 37243

GRANT APPLICATION

☒ RECYCLING EQUIPMENT ☐ USED OIL ☐ WASTE REDUCTION ☐ OTHER \_\_\_\_\_

Return Application to Above Address

APPLICANT INFORMATION:

Name of Agency/Organization:

Address:

Name and telephone number of person responsible for all grant activities (i.e. bidding, purchasing):

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

FEIN#: \_\_\_\_\_

TYPE OF ORGANIZATION:

- [ ] County  
[ ] Municipality  
[ ] Solid Waste Authority  
[ ] Planning Region  
[ ] For-Profit Organization  
[ ] Corporation  
[ ] Proprietorship  
[ ] Partnership  
[ ] Not-for-Profit Organization  
[ ] Other (please specify) \_\_\_\_\_

FOR NON PROFIT ORGANIZATIONS:

Chartered in Tennessee Yes [ ] No [ ]

Date of Charter: \_\_\_\_\_

IRS Classification: \_\_\_\_\_

Attach a copy of approval letter for charter or  
501(c) (3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

Print or Type Name of Authorized Representative

Title

Signature

Date

Telephone: \_\_\_\_\_

E-Mail Address (required if available)

**Attachment 1**  
**Contents of Narrative for**  
**Recycling Equipment Grant Applications**

**Establishment of Priority (Value 15 points)**

1. Does the recycling program employ developmentally disabled individuals as defined in [T.C.A. §33-1-101\(10\)](#)?  
 Yes \_\_\_ No \_\_\_ if no, go to Question 2.

If the answer to question 1 is yes, how many developmentally disabled individuals are employed in your recycling program?

How many hours a week does each developmentally disabled individual work?

Summarize key duties for the developmentally disabled employees listed above in the recycling operation?

2. Is this proposal for recycling equipment that is part of a partnership among three or more local governments?  
 Yes \_\_\_ No \_\_\_

Provide accompanying resolutions describing the details of the partnership and roles of each participating local government.

3. Is the recycling equipment for an expansion of an existing program or start of a new program for the following commodities?

**Existing Program**

Plastics/Aluminum Beverage Containers \_\_\_\_\_

Paper/Fiber \_\_\_\_\_

**New Program**

Plastics/Aluminum Beverage Containers \_\_\_\_\_

Paper/Fiber \_\_\_\_\_

**Equipment (Value 5 points)**

4. List all equipment requested, in priority order, and give the estimated cost and quantity of each.

	Requested equipment in order of priority	Quantity	Estimated Unit Cost	Total
1				
2				
3				
4				
5				
Total Estimated Equipment Cost				\$
Less Local Matching Share _____%				\$
Maximum Grant				\$
Additional Local Share				\$

5. If the equipment cost exceeds the maximum grant award amount of \$25,000.00, briefly explain the source of additional funds.
6. Are matching funds and the additional funds noted in question 5 currently committed? Yes \_\_\_ No \_\_\_
7. If the answer to question 6 is no, explain why funds are not currently committed. Discuss the expected funding source and time line for obtaining these funds.
8. Explain briefly the use and the specifications for each piece of equipment requested.

9. Will the requested equipment be utilized more than 75% for the recycling program? Yes \_\_\_\_ No \_\_\_\_
10. What is the physical address where each piece of equipment will be located and operated?
11. What is the current operating capacity and actual throughput for your recycling operation in tons per day (tpd)? What is the expected operating capacity and expected throughput for expansion or new program described in this application in tons per day (tpd)?

**Consistency with Regional Solid Waste Plan (Value 20 points)**

12. Explain how this equipment implements the relative parts of the region's municipal solid waste plan and updates to the solid waste plan. Describe the value it brings and added capacity for the specified commodities that are targeted in number 3. Discuss in detail roles of partners involved if applicable.

**Coordination with Other Solid Waste Facilities (Value 15 points)**

13. Will the use of this equipment directly compete with existing private enterprises in the applicant's geographical area (T.C.A. §68-211-825(a))? Yes \_\_\_\_ No \_\_\_\_
14. Describe how this equipment integrates with existing infrastructure and systems within the partnership or region.
15. Does this equipment currently exist within the region? If yes, explain the need for and justify the request for the same equipment type. Describe how the proposed project will not compete with or duplicate services provided within the municipal solid waste planning region.
16. Describe how the requested equipment is compatible with and will integrate into the applicant's (including partners') and the municipal solid waste region's existing solid waste systems.

**Program Design and Efficiency (Value 20 points)**

17. Describe the applicant's proposed modification of the existing recycling program or planned new program by the addition of this project. Include details for the following elements: operation plan, service area, population, materials and methods of collection, accessibility, volume and throughput (tons per day), and staffing.
18. In detail describe how this equipment will meet the future expansion plans, the inclusion of new commodity sectors, population fluctuations, and service areas as identified in the municipal solid waste region's solid waste plan.
19. Provide a detailed facility layout (including: building dimensions, equipment locations, free space, doors, and docks) with proposed equipment placement (drawing does not need to be to scale). If equipment requested is for collection of materials, provide a map of proposed locations within the region where equipment will be stationed and the expected collection rates at each location, and pull frequency of collection equipment.
20. Describe and indicate how much storage capacity (in months) is available at the applicant's facility where materials will be processed and stored based on the expected rate of material generation. If materials will not be stored at this facility, where will materials be located until marketed?

**Demonstration of Need (Value 15 points)**

21. Describe the applicant's criteria for selecting the particular equipment requested in this application including: size, power, design, processing, recycling system capability, total weight per day, etc.
22. How will the requested equipment help the applicant (and partners) meet or exceed the current recycling goals? Provide a table projecting the expected collection increase for each commodity for a period of 5 years resulting from the purchase of this equipment.

23. What new efforts are planned to increase the amount of materials collected? Please provide a detailed timetable with planned activities to achieve these goals.
24. Describe cost benefits or impact the requested equipment will have on quality of the materials collected, processed, or stored for compaction/volume reduction, improved marketing, and savings in transportation, and landfill costs avoided based on applicant's contracted gate fee, jobs created and local revenues generated, etc.

**Marketing Strategy (Value 20 points)**

25. Who markets the applicant's materials? Describe the process for marketing these commodities (sole contracts, spot markets, etc.).
26. Provide a list where each collected commodity (both currently captured and any new commodities) will be marketed. Is there a direct local end-use market (business/industry) targeted for this material?
27. "Capture rate" is defined as the amount of a commodity captured for recovery divided by the amount of the commodity generated in the waste stream. Provide current capture rates for the applicant's specific commodities, and potential collection available within the area that will be serviced by this grant equipment.
28. If the percentage capture rate for any commodity in the previous question is less than 20% for a material, please explain what is being done to increase the collection and marketing efforts.
29. For each of the materials noted in the previous question, what amount is actually marketed? What amount must be landfilled due to deterioration in quality because of market conditions, damage, storage, contamination, etc. or as residual?
30. What steps are being taken to decrease landfilling of un-marketable materials?

**Community Education and Outreach (Value 5 points)**

31. Describe activities planned by the applicant that will cause a positive increase in the recycling capture rate. If rates have been flat or declining, further describe what will be changed and the implementation program that will lead to a positive recycling capture rate. If the capture rate has been trending upwards, what will be done to sustain this progress or increase the capture rate further? Provide details.

Narrative Prepared by: \_\_\_\_\_

Name of Preparer's Organization: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## Recycling Equipment Grant Match Requirement

## Attachment 2

County	Match % Rate Required	County	Match % Rate Required
Anderson	50%	Lauderdale	10%
Bedford	30%	Lawrence	20%
Benton	10%	Lewis	10%
Bledsoe	10%	Lincoln	40%
Blount	50%	Loudon	50%
Bradley	40%	Macon	10%
Campbell	20%	Madison	50%
Cannon	10%	Marion	40%
Carroll	20%	Marshall	30%
Carter	20%	Maury	50%
Cheatham	40%	McMinn	40%
Chester	10%	McNairy	20%
Claiborne	20%	Meigs	10%
Clay	10%	Monroe	30%
Cocke	20%	Montgomery	50%
Coffee	40%	Moore	30%
Crockett	20%	Morgan	10%
Cumberland	40%	Obion	30%
Davidson	50%	Overton	20%
Decatur	30%	Perry	10%
Dekalb	20%	Pickett	10%
Dickson	40%	Polk	20%
Dyer	30%	Putnam	30%
Fayette	50%	Rhea	20%
Fentress	10%	Roane	50%
Franklin	40%	Robertson	40%
Gibson	30%	Rutherford	50%
Giles	30%	Scott	10%
Grainger	10%	Sequatchie	20%
Green	30%	Sevier	50%
Grundy	10%	Shelby	50%
Hamblen	40%	Smith	30%
Hamilton	50%	Stewart	20%
Hancock	10%	Sullivan	50%
Hardeman	10%	Sumner	50%
Hardin	20%	Tipton	40%
Hawkins	40%	Trousdale	20%
Haywood	20%	Unicoi	20%
Henderson	30%	Union	10%
Henry	30%	Van Buren	10%
Hickman	20%	Warren	30%
Houston	10%	Washington	50%
Humphreys	30%	Wayne	10%
Jackson	10%	Weakley	20%
Jefferson	40%	White	20%
Johnson	10%	Williamson	50%
Knox	50%	Wilson	50%
Lake	10%		